



City of Kansas City, Missouri Job Class Specification

Job Title: FIRST ASSISTANT CITY PROSECUTOR **Department:** LAW
Job Code: 1624 **Status:** EXEMPT **Grade:** ME-I

Summary This is advanced professional work in performing legal services for the municipal government.

Work involves responsibility for assisting the City Prosecutor in the performance of a wide variety of prosecutorial activities and professional legal duties which involve the prosecution of City ordinance offenses at Municipal Court and all appellate levels. Work is performed in accordance with general policies and is reviewed by the City Prosecutor through a review of plans, procedures, and by the results of complex assignments.

Duties and Responsibilities

- Participates and supervises the preparation of the City's case in the pleas and trials of all ordinance violations, including jury and bench trials, and de novo appeals and appellate level cases.
- Performs the duties of the City Prosecutor in his absence.
- Acts as Terminal Agency Coordinator (TAC) for all contact with criminal database agencies (Rejis, LeWeb, Missouri Highway Patrol-MULES, NCIC) and ensures ongoing compliance with State and Federal regulations governing same.
- Monitors Rejis database reports for compliance with general policies and guidelines by courtroom prosecutors.
- Direct supervisory responsibility for docket coverage and staff scheduling in all courtrooms.
- First line responsibility and authority for approval of deviations from plea guidelines on individual cases.
- Supervises and advises courtroom prosecutors in coverage and trial of cases set as courtroom Special Settings.
- Reviews charges filed to ensure legality and proper form, including traffic tickets, complaints; and general ordinance violations
- Presents evidence at trial in Municipal Court; presents all physical, documentary and testimonial evidence.
- Files and responds to pre-trial motions and motions entered at trial.

- Engages in plea discussions with defendant's attorneys in order to facilitate resolution of charges.
- Files applications for administrative search warrants in Municipal Court.
- Reviews and investigates probation violations; files show cause motions to revoke probation; represents the City at show cause hearings
- Prepares and drafts all types of municipal ordinances, resolutions, and other legal documents.
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- Advises police officers and court staff on statutory and case law relevant to the prosecution of cases in Municipal Court and on matters on docketing and record keeping.
- Files complaints from citizens, police officers and other city employees; interviews complainants and witnesses, reviews police reports and draft charges; issues subpoenas as required.
- Interacts with citizens in person and by telephone to answer questions regarding legal procedures
- Conducts seminars and makes presentations before groups on various legal topics
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

Judicial procedures and rules of evidence.
 Rules and procedures of various courts of laws, including jury instructions.
 Methods of techniques of legal research.
 Principles of legal and business writing and report preparation.
 Pertinent State and municipal laws, codes and regulations.

Ability to:

Prepare and try cases before municipal and state courts.
 Analyze and prepare a wide variety of legal documents.
 Supervise the work of attorneys, social service workers, and other professional assistants in the Municipal Court.
 Express oneself clearly and concisely both orally and in writing.
 Establish and maintain effective working relationships with subordinates and associates, municipal officials, representatives of other agencies, and the general public.

Skill in:

Communicating clearly and effectively, both orally and in writing,
 Presenting cases before judges and juries.
 Performing legal research and preparing cases for trial.
 Using tact, discretion, initiative and independent judgment within established guidelines.
 Researching, compiling and summarizing a variety of informational and statistical data and materials.
 Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
 Applying logical thinking to solve problems or accomplish tasks; understanding, interpreting and communicating complicated policies, procedures and protocols.
 Preparing clear and concise reports, correspondence and other written materials.

Education and Experience	Graduation from an accredited school of law and four (4) years professional experience in legal work, including one (1) year experience in municipal legal work at the level of Assistant City Attorney; preference for municipal court experience.
Certificates/ Licenses/Special Requirements	Must be admitted to the Missouri Bar Association and possess the right to practice in all courts in the State of Missouri.
Supervisory Responsibility	Supervision may be exercised over assigned personnel.
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
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